Field Ordering Officer (FOO) Training

FOO Reference Website

http://usfora-south.rcsouth.afghan.centcom.mil/SiteDirectory/contracting/MST/default.aspx

References

- FAR Supplement
- Money as a Weapons System (MAAWS-A)
- FOO SOP Dated 1 Mar 11

FOO Overview

3. ALL FOO teams are under the supervision of the Regional Contracting Center's FOO Manager. **NO EXCEPTIONS.** **The nominating Commander cannot transfer authority.**

Nomination

be

civilian GS-6

nominated as FOO. This

can be waived to an E-6 or GS-5 with approval from the FOO Manager.

3. Non-DoD personnel, including Foreign Nationals and contractor personnel cannot be appointed as a FOO.

Training

olet
omp

or longer than a period of 90 days
to take refresher training prior to
appointment or if appointed will be terminated
and required to attend refresher training prior to
reappointment.

FOO/PA Appointment Proces

PA MUST BE APPOINTED FIRST

Build the PA nomination packet which consists of:

1. Nominating DD577, signed by O-5 Commander and PA
2. Paying Agent Appointment letter, signed by O-5 Commander and PA
3. Paying Agent Pecuniary Liability Statement, signed by PA
4. Paying Agent Waiver Request (SSG only)

FOO/PA Appointment Proces

Submit completed packet to Disbursing Officer

Once the packet is approved, the Disbursing Officer will issue the Paying Agent Appointment Certificate

The PA is appointed by the Disbursing Officer and is under the authority of the Finance Office.

FOO/PA Appointment Proces

FOO NOMINATION AFTER PA APPOINTMENT

Build the FOO nomination packet which consists of:

1. Appointing DD577, signed by Contracting Officer and FOO
2. Nomination letter, signed by O-5 Commander
3. Certificate of Training for CLM003 –Overview of Acquisition Ethics
4. FOO Waiver Request (SSG only)

FOO/PA Appointment Proces

Submit completed packet to FOO Contracting Officer along with PA packet (remember they are teams)

1. The packet is reviewed. The FOO Manager/Contracting Officer will issue appointment memo to the FOO.
2. The FOO signs page four and returns it to the Contracting Officer
3. Once received, the Contracting Officer issues a Training Certificate and other documents that the FOO will use in the line of duty.
4. The FOO team is now active and the PA can draw funds.

FOO Team

- All purchases must be made as a team

sion

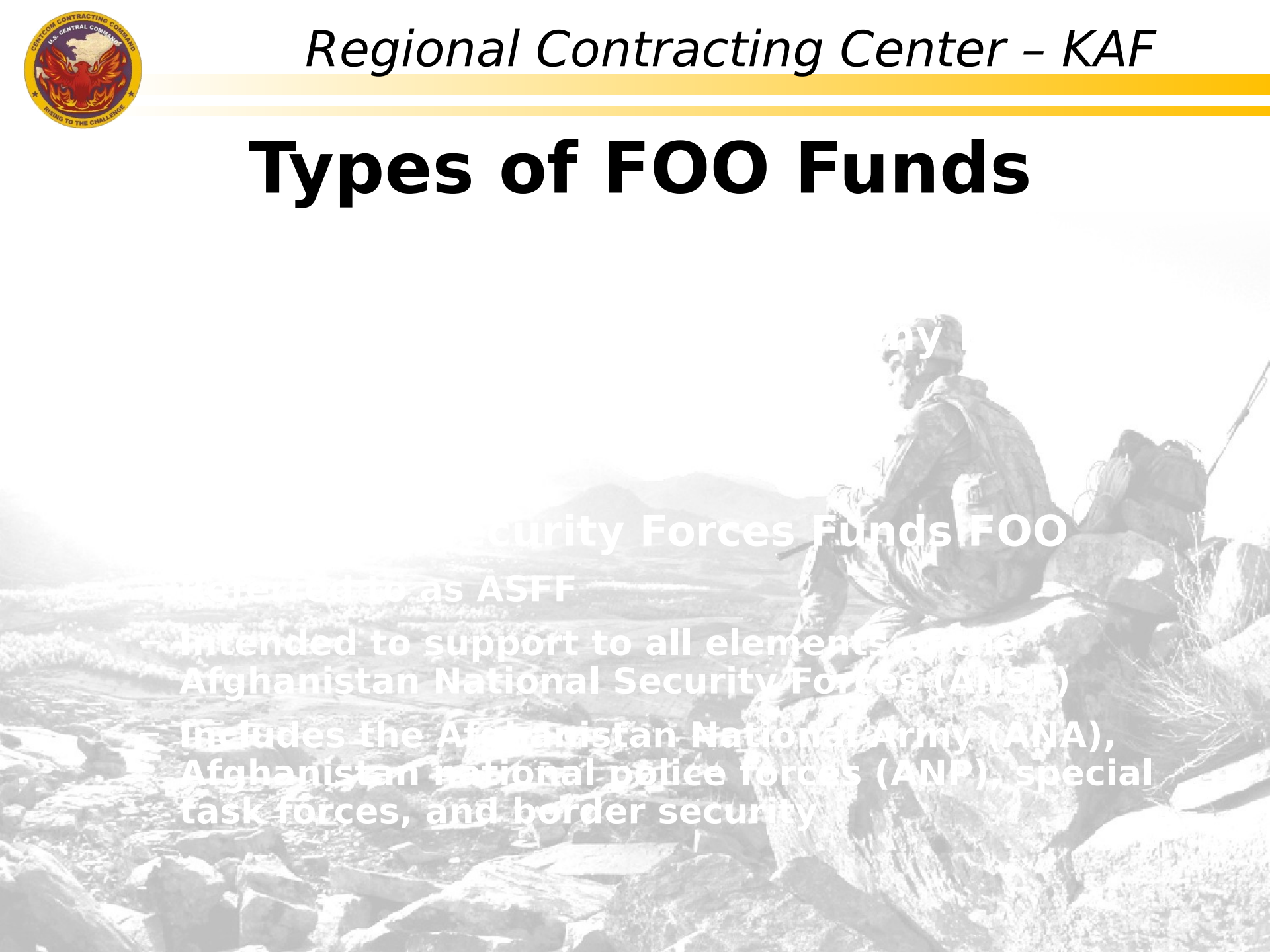
only after FOO mak s

decision

A third party receives the items

The FOO has the responsibility to fill out the SF 44. (correct and legible)

Types of FOO Funds



- [illegible]ny
- [illegible]curity Forces Funds FOO
- [illegible] as ASFF
  - Intended to support to all elements of the Afghanistan National Security Forces (ANSF)
  - Includes the Afghanistan National Army (ANA), Afghanistan national police forces (ANP), special task forces, and border security

Types of FOO Funds

am

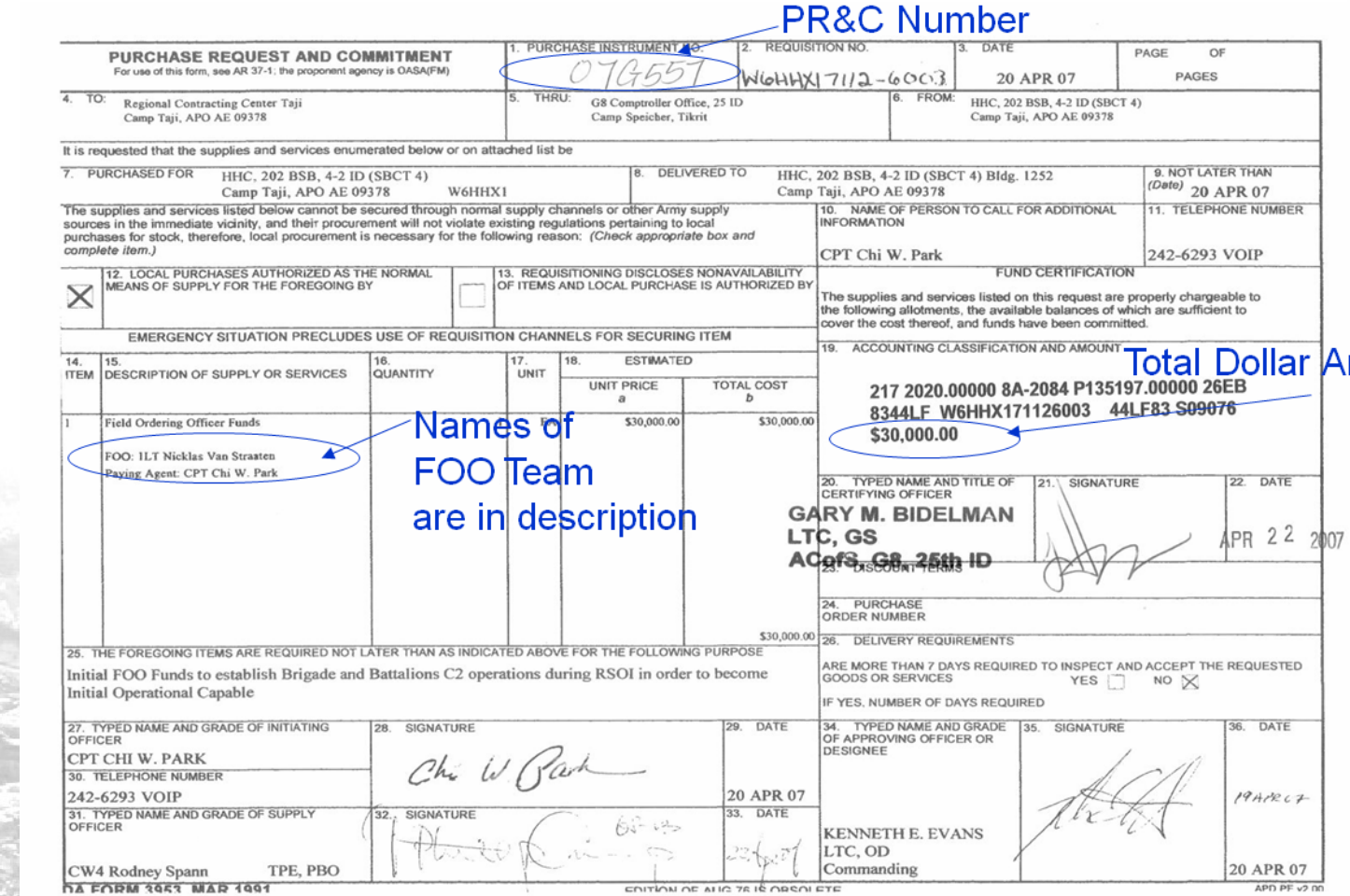
port reintegration of former
into Afghan society.

- ASFF, OMA, ARP cannot be used at the same time, must clear one type before drawing another

Pre-Purchase / Funding

- Office
- for revie[illegible] and
- Resource Management (RM) reviews your spending plan list and com[illegible] it to the LOJ's, prior to approval.
- After RM approval/funding of DA3953, Pay Agent draws cash from Finance – **FOO NEVER TOUCHES MONEY.**

OMA PR&C



PR&C Number

PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-1; the proponent agency is OASA(FM)

1. PURCHASE INSTRUMENT NO. 07G557
2. REQUISITION NO. W6HHX171126003
3. DATE 20 APR 07
PAGE OF PAGES

4. TO: Regional Contracting Center Taji, Camp Taji, APO AE 09378
5. THRU: G8 Comptroller Office, 25 ID, Camp Speicher, Tikrit
6. FROM: HHC, 202 BSB, 4-2 ID (SBCT 4), Camp Taji, APO AE 09378

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR: HHC, 202 BSB, 4-2 ID (SBCT 4), Camp Taji, APO AE 09378 W6HHX1
8. DELIVERED TO: HHC, 202 BSB, 4-2 ID (SBCT 4) Bldg. 1252, Camp Taji, APO AE 09378
9. NOT LATER THAN (Date) 20 APR 07

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: *(Check appropriate box and complete item.)*

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION: CPT Chi W. Park
11. TELEPHONE NUMBER: 242-6293 VOIP

☒ 12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY
☐ 13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

FUND CERTIFICATION
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLASSIFICATION AND AMOUNT
217 2020.00000 8A-2084 P135197.00000 26EB 8344LF W6HHX171126003 44LF83 S09076
$30,000.00

Total Dollar Amount

14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE a	18. ESTIMATED TOTAL COST b
1	Field Ordering Officer Funds FOO: 1LT Nicklas Van Straaten Paying Agent: CPT Chi W. Park			$30,000.00	$30,000.00
					$30,000.00

Names of FOO Team are in description

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER: GARY M. BIDELMAN, LTC, GS, ACofS, G8, 25th ID
21. SIGNATURE
22. DATE: APR 22 2007
23. DISCOUNT TERMS
24. PURCHASE ORDER NUMBER
26. DELIVERY REQUIREMENTS
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☒
IF YES, NUMBER OF DAYS REQUIRED

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE
Initial FOO Funds to establish Brigade and Battalions C2 operations during RSOI in order to become Initial Operational Capable

27. TYPED NAME AND GRADE OF INITIATING OFFICER: CPT CHI W. PARK
28. SIGNATURE: Chi W Park
29. DATE: 20 APR 07
30. TELEPHONE NUMBER: 242-6293 VOIP
31. TYPED NAME AND GRADE OF SUPPLY OFFICER: CW4 Rodney Spann TPE, PBO
32. SIGNATURE
33. DATE
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE: KENNETH E. EVANS, LTC, OD, Commanding
35. SIGNATURE
36. DATE: 19APR07 / 20 APR 07

DA FORM 3953, MAR 1991 EDITION OF AUG 76 IS OBSOLETE APD PE v2.00

ASFF PR&C

Purchase Request and Commitment
CSTC – A CJ8

Description: ANA-209TH-FOB MEYMENEH-TEAM: RICHARDSON-LOVE

Names of FOO Team are in description

Number: CJ8N000006

PR&C Number

PD2 Site: Site Name - S2APF9
Additional Description:

Requisition Date: 10/14/09
DPAS Priority Rating:

Priority: Normal
Type of Action:

Comments: No

Trading:

Requesting Office:
CSTC-A, APO AE 09356, KABUL, AFGHANISTAN

Issuing Office:
PURCHASING & CONTRACTING, KABUL REGIONAL CONTRACTING CTR WAZIR AKBAR KHAN AREA, STREET #10 WEST SIDE OF HAMANI HIGH SCHOOL, CAMP EGGERS, KABUL, AFGHANISTAN

Suggested Vendors:
Suggested Contract Information: Delivery Order
Contract Number:
Suggested Preference Program:
Security Clearance Required:
Additional Point of Contact:
LEMECH.J.SHAMA , 237-3148
KO Notes:
Contract Level Funding:
Total Funded Amount:
30,000

Total Dollar Amount

FOO Operations

1. **EMERGENCY:** emergency

   Be sure to submit an LOJ and
   Officer/FOO Manager approval
   your purchase.

2. **PLANNED:** FOO is also used for certain, authorized types of planned purchases. Work in conjunction with your unit Commander to determine list of priorities for the upcoming month.

FOO Operations

must

e, the
upply c nels

- local units
- SSA yard
- Army/Navy/Air Force Supply, or NAVAIR Supply
- Contracting Office

Until you have pursued ALL the sources listed above, ***you cannot FOO it****.*

FOO Operations

- e a
- A 395
- spect ite mmedia ly
- Fair and Reasonable Price
- Prepare SF 44
- Manage Procurement Item ID Number (PIIN) Log
- Execute purchase, Pay Agent pays
- **Receive an itemized vendor's receipt in English – <u>Critical to the clearing process</u>**

SF 44 - Conditions For Use

legal review

- Sufficient funds are available from DA 3953
- Supplies or service immediately available from local vendor (on the spot purchase)
- **ONE DELIVERY** (Over the Counter, **<u>Cash and Carry</u>**) with **ONE PAYMENT**
- Fair and Reasonable Price, check with multiple vendors [rotate vendors].

SF 44 Example w/ FOO Reques

Five dates

DATE OF ORDER INSERT DATE | ORDER NO.W91B4K-09-CP-001

PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*
ACME HARDWARE
COMPANY NAME, ADDRESS, TEL, POC

Furnish Supplies or Services to (Name and address)
UNIT INFORMATION, LOCATION

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
HANGING FILE FOLDERS,	4	25.00	100.00

AGENCY NAME AND BILLING ADDRESS*
PAYING AGENTS NAME
4TH FMD
APO AE 09310
DSSN 5570

TOTAL INSERT AMOUNT
Foregin Currency

DISCOUNT TERMS
N/A..... %
.....DAYS

DATE INVOICE RECEIVED
INSERT DATE

ORDERED BY (Signature and title)
FOO NAME, SIGNATURE, TITLE AND RANK

PURPOSE AND ACCOUNTING DATA
COMPLETE ACCOUNTING CLASSIFICATION (Approx.65 CHARACTERS)
CHANGES WITH EVERY PR&C AND EXCHANGE RATE 52.5 AFG =$1

PURCHASER – To sign below for over-the-counter delivery of items

RECEIVED BY PRINTED NAME AND SIGNATURE
SOMEONE OTHER THAN THE FOO OR PAYING AGENT – PREFERABLE 3-4

TITLE / RANK
INSERT

DATE
INSERT DATE

SELLER – Please read instructions on Copy 2

PAYMENT RECEIVED	PAYMENT REQUESTED
INSERT AMOUNT (Check Box)	NEVER GOING TO USE THIS BLOCK

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER
SELLER SIGNATURE OR SEE SIGNED RECIEPT

DATE
INSERT DATE

I certify that this account is correct and proper for payment in the amount of
$ INSERT AMOUNT

DIFFERENCES

ACCOUNT VERFIED CORRECT FOR

PAYING AGENT SIGNATURE
.....
Authorized certifying officer

BY

PAID BY | XCASH
OR .....
(Check No.)

DATE PAID
INSERT

VOUCHER NO.
LEAVE BLANK

F 44 Example w/ FOO Reques

Five dates

Four Signatures

DATE OF ORDER INSERT DATE | ORDER NO.W91B4K-09-CP-001

PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*
ACME HARDWARE
COMPANY NAME, ADDRESS, TEL, POC

Furnish Supplies or Services to (Name and address)

UNIT INFORMATION, LOCATION

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
HANGING FILE FOLDERS,	4	25.00	100.00

AGENCY NAME AND BILLING ADDRESS*

PAYING AGENTS NAME
4TH FMD
APO AE 09310
DSSN 5570

TOTAL INSERT AMOUNT
Foregin Currency

DISCOUNT TERMS
N/A..... %
.....DAYS

DATE INVOICE RECEIVED
INSERT DATE

ORDERED BY (Signature and title)
FOO NAME, SIGNATURE, TITLE AND RANK

PURPOSE AND ACCOUNTING DATA
COMPLETE ACCOUNTING CLASSIFICATION (Approx.65 CHARACTERS)
CHANGES WITH EVERY PR&C AND EXCHANGE RATE 52.5 AFG =$1

PURCHASER – To sign below for over-the-counter delivery of items

RECEIVED BY PRINTED NAME AND SIGNATURE
SOMEONE OTHER THAN THE FOO OR PAYING AGENT – PREFERABLE S-4

TITLE / RANK
INSERT

DATE
INSERT DATE

SELLER – Please read instructions on Copy 2

PAYMENT RECEIVED
INSERT AMOUNT (Check Box)

PAYMENT REQUESTED
NEVER GOING TO USE THIS BLOCK

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER
SELLER SIGNATURE OR SEE SIGNED RECIEPT

DATE
INSERT DATE

I certify that this account is correct and proper for payment in the amount of
$ INSERT AMOUNT

DIFFERENCES

ACCOUNT VERFIED CORRECT FOR

PAYING AGENT SIGNATURE
.....
Authorized certifying officer

BY

PAID BY	X CASH	DATE PAID	VOUCHER NO.
OR ..... (Check No.)		INSERT	LEAVE BLANK

F 44 Example w/ FOO Reques

Five dates

Four Signatures

Three Total Amounts

DATE OF ORDER INSERT DATE		ORDER NO.W91B4K-09-CP-001	
PRINT NAME AND ADDRESS OF SELLER *(Number, Street, and State)** ACME HARDWARE COMPANY NAME, ADDRESS, TEL, POC			
Furnish Supplies or Services to (Name and address) UNIT INFORMATION, LOCATION			
SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
HANGING FILE FOLDERS,	4	25.00	100.00
AGENCY NAME AND BILLING ADDRESS* PAYING AGENTS NAME 4TH FMD APO AE 09310 DSSN 5570		TOTAL INSERT AMOUNT Foregin Currency DISCOUNT TERMS N/A..... % .....DAYS DATE INVOICE RECEIVED INSERT DATE	
ORDERED BY *(Signature and title)* FOO NAME, SIGNATURE, TITLE AND RANK			
PURPOSE AND ACCOUNTING DATA COMPLETE ACCOUNTING CLASSIFICATION (Approx.65 CHARACTERS) CHANGES WITH EVERY PR&C AND EXCHANGE RATE 52.5 AFG =$1			
PURCHASER – *To sign below for over-the-counter delivery of items*			
RECEIVED BY PRINTED NAME AND SIGNATURE SOMEONE OTHER THAN THE FOO OR PAYING AGENT – PREFERABLE S-4			
TITLE / RANK INSERT		DATE INSERT DATE	
SELLER – *Please read instructions on Copy 2*			
PAYMENT RECEIVED INSERT AMOUNT (Check Box)		PAYMENT REQUESTED NEVER GOING TO USE THIS BLOCK	
NO FURTHER INVOICE NEED BE SUBMITTED			
SELLER SELLER SIGNATURE OR SEE SIGNED RECIEPT		DATE INSERT DATE	
I certify that this account is correct and proper for payment in the amount of $ INSERT AMOUNT		DIFFERENCES	
PAYING AGENT SIGNATURE ..... Authorized certifying officer		ACCOUNT VERFIED CORRECT FOR BY	
PAID BY XCASH OR ..... (Check No.)		DATE PAID INSERT	VOUCHER NO. LEAVE BLANK

F 44 Example w/ FOO Reques

- Five dates
- Four Signatures
- Three Total Amounts
- Two Addresses

DATE OF ORDER INSERT DATE | ORDER NO.W91B4K-09-CP-001

PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*
ACME HARDWARE
COMPANY NAME, ADDRESS, TEL, POC

Furnish Supplies or Services to (Name and address)
UNIT INFORMATION, LOCATION

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
HANGING FILE FOLDERS,	4	25.00	100.00

AGENCY NAME AND BILLING ADDRESS*
PAYING AGENTS NAME
4TH FMD
APO AE 09310
DSSN 5570

TOTAL INSERT AMOUNT
Foregin Currency

DISCOUNT TERMS
N/A..... %
.....DAYS

DATE INVOICE RECEIVED
INSERT DATE

ORDERED BY (Signature and title)
FOO NAME, SIGNATURE, TITLE AND RANK

PURPOSE AND ACCOUNTING DATA
COMPLETE ACCOUNTING CLASSIFICATION (Approx.65 CHARACTERS)
CHANGES WITH EVERY PR&C AND EXCHANGE RATE 52.5 AFG =$1

PURCHASER – To sign below for over-the-counter delivery of items

RECEIVED BY PRINTED NAME AND SIGNATURE
SOMEONE OTHER THAN THE FOO OR PAYING AGENT – PREFERABLE S-4

TITLE / RANK
INSERT

DATE
INSERT DATE

SELLER – Please read instructions on Copy 2

PAYMENT RECEIVED
INSERT AMOUNT (Check Box)

PAYMENT REQUESTED
NEVER GOING TO USE THIS BLOCK

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER
SELLER SIGNATURE OR SEE SIGNED RECIEPT

DATE
INSERT DATE

I certify that this account is correct and proper for payment in the amount of
$ INSERT AMOUNT

DIFFERENCES

ACCOUNT VERFIED CORRECT FOR

PAYING AGENT SIGNATURE
.....
Authorized certifying officer

BY

PAID BY XCASH
OR .....
(Check No.)

DATE PAID
INSERT

VOUCHER NO.
LEAVE BLANK

F 44 Example w/ FOO Reques

- Five dates
- Four Signatures
- Three Total Amounts
- Two Addresses
- One PIIN and
- One LOA

DATE OF ORDER INSERT DATE | ORDER NO.W91B4K-09-CP-001

PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*
ACME HARDWARE
COMPANY NAME, ADDRESS, TEL, POC

Furnish Supplies or Services to (Name and address)
UNIT INFORMATION, LOCATION

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
HANGING FILE FOLDERS,	4	25.00	100.00

AGENCY NAME AND BILLING ADDRESS*
PAYING AGENTS NAME
4TH FMD
APO AE 09310
DSSN 5570

TOTAL INSERT AMOUNT
Foregin Currency

DISCOUNT TERMS
N/A..... %
.....DAYS

DATE INVOICE RECEIVED
INSERT DATE

ORDERED BY (Signature and title)
FOO NAME, SIGNATURE, TITLE AND RANK

PURPOSE AND ACCOUNTING DATA
COMPLETE ACCOUNTING CLASSIFICATION (Approx. 65 CHARACTERS)
CHANGES WITH EVERY PR&C AND EXCHANGE RATE 52.5 AFG =$1

PURCHASER – To sign below for over-the-counter delivery of items

RECEIVED BY PRINTED NAME AND SIGNATURE
SOMEONE OTHER THAN THE FOO OR PAYING AGENT – PREFERABLE S-4

TITLE / RANK
INSERT

DATE
INSERT DATE

SELLER – Please read instructions on Copy 2

PAYMENT RECEIVED	PAYMENT REQUESTED
INSERT AMOUNT (Check Box)	NEVER GOING TO USE THIS BLOCK

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER
SELLER SIGNATURE OR SEE SIGNED RECIEPT

DATE
INSERT DATE

I certify that this account is correct and proper for payment in the amount of
$ INSERT AMOUNT

DIFFERENCES

ACCOUNT VERFIED CORRECT FOR

PAYING AGENT SIGNATURE
.....
Authorized certifying officer

BY

PAID BY	DATE PAID	VOUCHER NO.
X CASH	INSERT	LEAVE BLANK
OR ..... (Check No.)		

Prohibited Purchases

equipment or services already
source.

CONTRACTING OFFICE BEFORE YOU
PURCHASE AN ITEM THAT FALLS IN "THE GRAY
AREA

Prohibited Purchases

- Unauthorized Purchases, if a purchase is deemed mission critical and urgent need/emergency contact the FOO Manager to determine it there are conditions under which the purchase may be approved.

- **DO NOT "SPLIT REQUIREMENTS" TO STAY UNDER THRESHOLD – What does that mean, splitting requirements or split purchases?**

- Split purchases occur when a FOO places two or more orders within a short period for the same, similar, or related materials or services to circumvent the established single purchase threshold per order limit.

Examples of Split Purchases

- A FOO makes multiple purchases from the same merchant on the same day, the total amount of the purchases exceeds the single purchase limit and the FOO knows the total requirement at the time of the first purchase

- A FOO makes multiple purchases of similar items from the same or multiple contractors, vendors, or other merchants over time; the FOO knows the total requirement at the time of the first purchase; and the total value of the multiple purchases exceeds the single purchase limit.

- **Tip: Remember, as a FOO you cannot make everyone happy.** The key to getting the most for Soldiers and avoiding a “no-pay-due” on your LES is by working with the contracting office and following the rules.

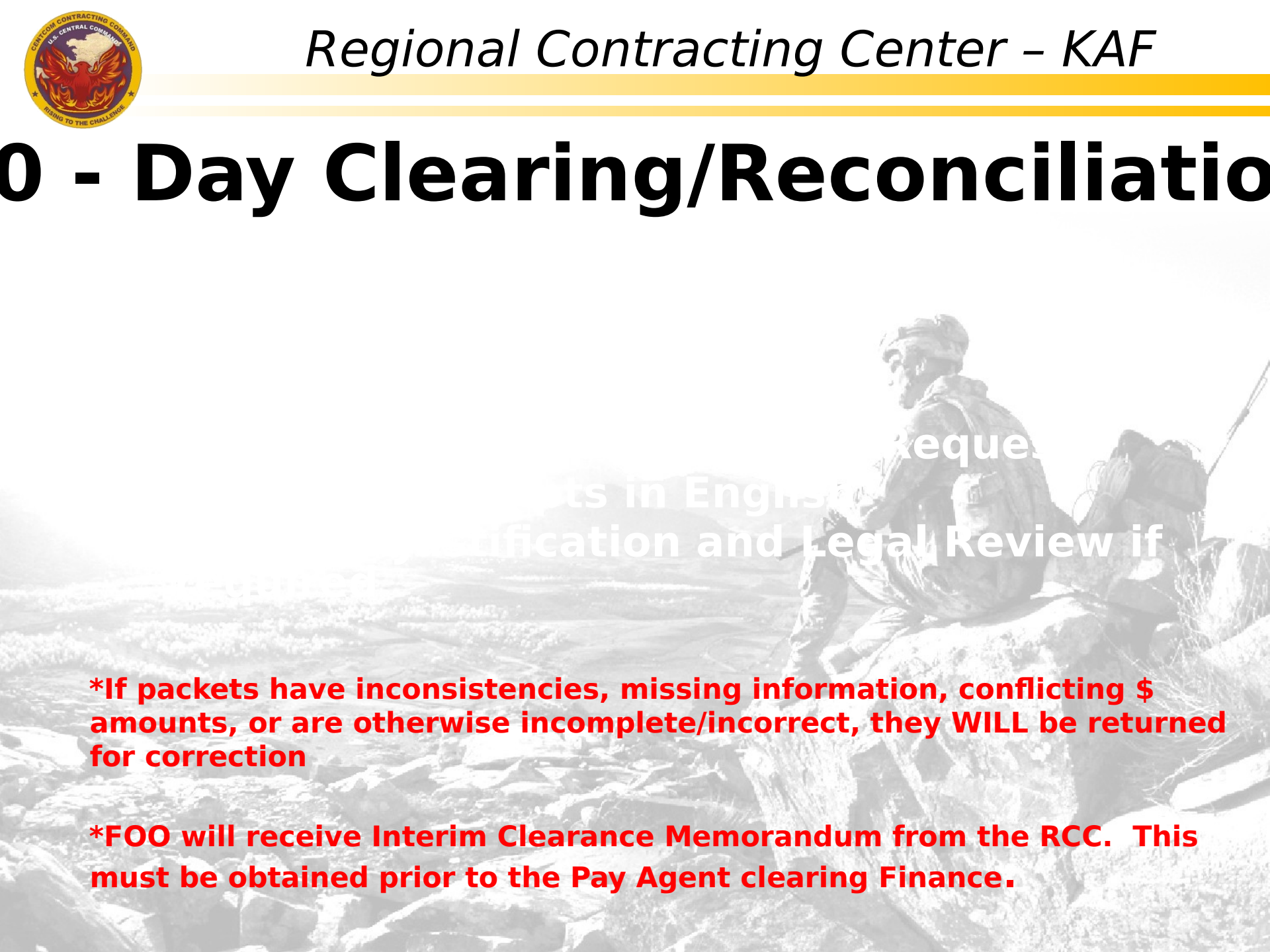
Professional/Personal Liability

- **Professional:**

- **Personal:** [illegible] Ordering Officer can be held financially liable when he/she purchases prohibited items or [illegible]ces or exceeds the $30,000.00 threshold

- U.S. can and will take the money from your pay

0 - Day Clearing/Reconciliatio



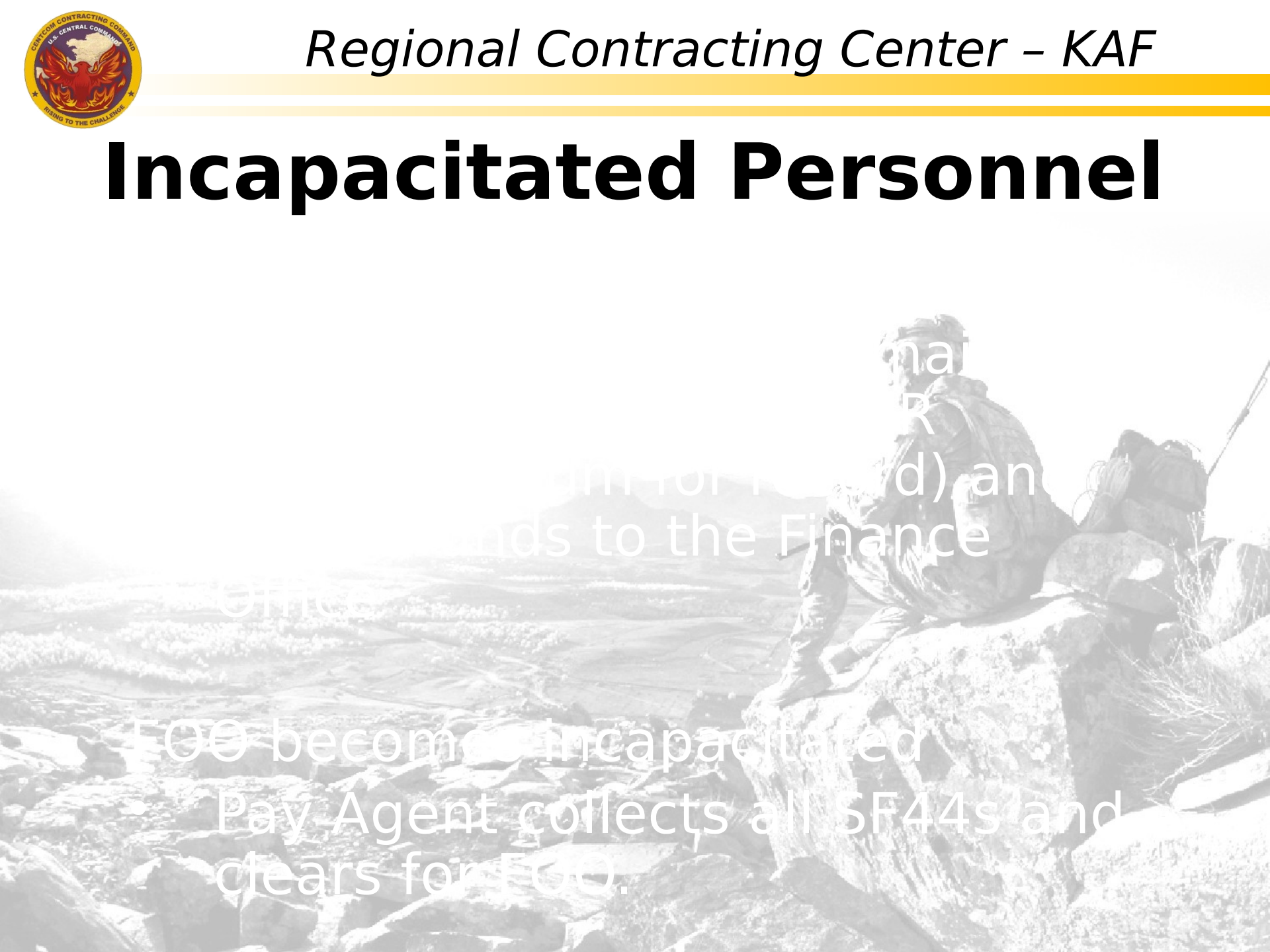
***If packets have inconsistencies, missing information, conflicting $ amounts, or are otherwise incomplete/incorrect, they WILL be returned for correction**

***FOO will receive Interim Clearance Memorandum from the RCC. This must be obtained prior to the Pay Agent clearing Finance.**

The Clearing Process

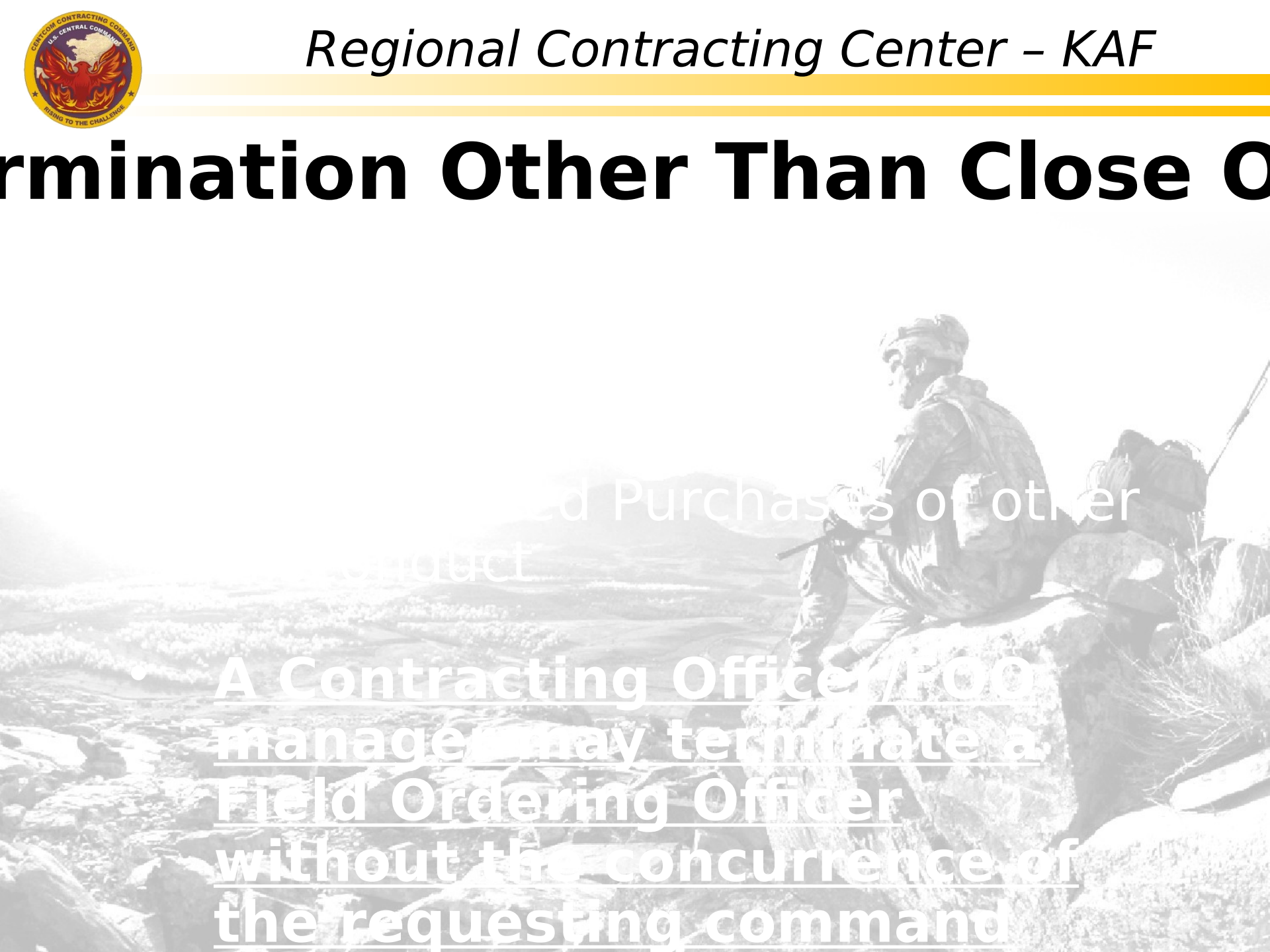
The Process Starts Here.

Incapacitated Personnel



- FOO becomes Incapacitated
- Pay Agent collects all SF44s and clears for FOO.

rmination Other Than Close O



- A Contracting Officer / FOO manager may terminate a Field Ordering Officer without the concurrence of the requesting command

FOO FOLDER

- **Keep a folder or binder with the following: - makes the clearing process easier.**
  - [illegible] from
  - [illegible] Funding Increase (New DA [illegible]53's)
  - [illegible] photocopy of Vendor Receipts, and Documentation
  - [illegible]earance Memorandum from Contracting Officer
  - FOO Termination Memorandum

- FOO's are required to keep record of all purchases for one year after termination.
- Contracting Office will keep records on file for 3 years.

Standards of Conduct

- [illegible] accept, [illegible] directly or indirectly, any gift, favor, entertainment, loan, or anything of monetary value from a vendor.

Do…

- Put your FOO Team(FOO and FAO) name and currency in Afghani and U.S. dollars on ALL LOJ's, or it will get returned for corrections

Don't…

- Make purchases prior to obtaining any required LOJ or TPE approvals
- Expect a certificate after attending this class

Helpful Hints

- Your records **will be** audited
- Ratification of an unauthorized commitment is painful
- Acquisition Regulations are law

QUESTIONS?

grp.KAF_RCC_FOO.org@afghan.swa.army.mil

TSgt Dustin Hoffmann

DSN: 318-421-6120

http://usfora-south.rcsouth.afghan.centcom.mil/SiteDirectory/contracting/MST/default.aspx